

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: CHILDRENS LIBRARIAN

General Functions:

Under the general supervision of the City Librarian, performs professional level library services. Coordinates all activities of the children's division, identifying needs, developing solutions, defining and directing projects. May assign work to clerical staff and volunteers. Actively assists the City Librarian with reference work, program planning, special events and public relations.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Plans, organizes and conducts all children's programming.
4. Selects and orders all juvenile books.
5. Responsible for long-range planning in juvenile collection development to meet community needs.
6. Prepares and monitors the budget for all Children's division and screens all selections of materials.
7. Assists at the reference desk.
8. Assists in planning and developing public relations campaigns.
9. May assign work to clerical staff and volunteers.
10. Represents the Library on County-wide, regional and State-wide committees, especially as they relate to children's services.

Children's Librarian

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11. Handles special assignments from the City Librarian.

12. May act as the City Librarian in his/her absence.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Requires a Master's Degree in Library Sciences from an accredited college or university. Must have a minimum of two (2) years experience in professional library work. Experience must include juvenile collection development and programming including summer reading events and preschool story time and work with educational, community and professional groups. Must demonstrate broad knowledge of children's literature. Some reference experience desired. Desire experience using on-line catalog and cataloging. Any satisfactory combination of education, experience and training which ensures the ability to perform and work, as determined by the hiring authority, may substitute for the previous requirements.

b) Training:

- i) Specialized skills required include the ability to make public presentations, to write clearly and concisely and to effectively and tactfully meet the general public, including young children, students, adults and senior citizens.

2) Supervision:

Received: Work is performed highly independently with guidance received from the City Librarian for assigned tasks. Work is reviewed for results obtained and conformance with department policies, procedures, rules and requirements.

Exercised: Assists the City Librarian with training all staff in reference work. May train and give work assignments and direction to library clerical and volunteer workers.

3) Communication:

Maintenance relationships outside the City organization with County Children's and Reference committees, other government entities, vendors, schools, and the media. Participates in state-wide summer reading club.

Contacts with other City departments is infrequent and mainly in response to reference information and budget.

Contacts with the City's residents is frequent including direct contact with parents and children as well as all library users with reference questions.

4) Cognitive Functions:

Work is occasionally monitored and some policies and procedures do exist. High degree of responsibility for developing children's programs. Develops juvenile collection and orders all juvenile books. Creativity and innovation are regularly required. Problems encountered are of moderate difficulty with precedent often available. Makes key decisions regarding programs, collection development and policy recommendations within assigned areas of responsibility.

5) Working Conditions:

Slight physical effort is required (lifting or carrying 25 lb. boxes of books and juvenile program and special events equipment.

Some evening and weekend work. Some travel to meetings.

6) Resource Accountability:

Has considerable influence over the City's budget for juvenile book acquisition (\$10,000) and children's division materials, supplies and equipment.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.